



Library Services Administrator

Department: Library

Class Code: 6123

EEO Code: 22

FLSA: E

Effective: 15/03/1991

GENERAL STATEMENT OF DUTIES:

Under administrative direction; performs work of considerable difficulty supervising one of the three major service functions at the Central Library: technical processing, juvenile services, or adult services; oversees and coordinates one of these services system wide; and performs other work as required.:

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SPECIFIC STATEMENT OF DUTIES:

(illustrative only):

Oversees and coordinates either the technical processing, juvenile services, or adult services section system wide, including reference, readers' advisory, and programming;

Ensures that the system wide service function is operating efficiently in a cost efficient manner and effectively meets the needs of the public;

Trains and supervises appropriate staff;

Supervises system wide collection development;

Participates in system wide materials selection process;

Prepares budget recommendations;

Directs production of the catalog;

Catalog library materials, including books and audio visual materials;

Prepares statistical reports as appropriate;

Studies and researches alternative possibilities for service delivery and operations management improvement;

Works with outside resources on a regular basis;

Establishes mutually supportive relations with community organizations;

Serves on staff committees as appropriate;

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of management skills, including budget preparation; of the theories and principles of library science; of current technical processing practices and procedures; of books and authors and ability to relate this knowledge of reading interests and information needs to the public; of automation, including circulation and reference; of program planning and execution. :

Considerable knowledge of management skills, including budget preparation; of the theories and principles of library science; of current technical processing practices and procedures; of books and authors and ability to relate this knowledge of reading interests and information needs to the public; of automation, including circulation and reference; of program planning and execution.

Considerable skill in preparing and administering a budget; in management and program planning; in communicating effectively with people of varying backgrounds and ages; in using common library machines.

MINIMUM EDUCATION AND EXPERIENCE:

Core curriculum for a master's degree in library science and three (3) years experience in a medium to large size public library, including two (2) years in a supervisory role; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

Certification by the State of Virginia.

This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.